



Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-132

Date: June 27, 2012

14 FAM 410

PERSONAL PROPERTY MANAGEMENT FOR POSTS ABROAD

Changes

1. This Change Transmittal issues the following revisions to subchapter 14 FAM 410:
 - **14 FAM 412, Requirements Planning and Use:** To the maximum extent practicable, determine if available Federal excess property may meet your need (GSAXcess);
 - **14 FAM 412.2, Office Furniture Use Standard:** Furniture purchased must be essential and not be upgraded on the basis of appearance, status, or latest design;
 - **14 FAM 412.3, Replacement Standards:** Use U.S. Government-wide minimum replacement standards for materials handling equipment (41 CFR -25.405), furniture (41 CFR 101-25.404), and motor vehicles (41 CFR 102-34.270). Executive agencies must retain items that are in usable workable condition even though the standard permits replacement, provided the item can continue to be used or operated without excessive maintenance cost or substantial reduction in exchange/sale value. However, items with safety or occupational health issues that cannot be economically corrected may be replaced;
 - **14 FAM 412.4-1, Preventive Maintenance and Repair:** The accountable property officer (APO) must ensure that oversight is established to continuously monitor personal property to assure maximum use and to promptly detect nonuse, improper use, unauthorized disposal, or destruction of personal property;

- **14 FAM 412.4-2, Property Loans:** The Department must have specific statutory authority in order to loan U.S. Government property to contractors or grantees. See the Department's Office of the Procurement Executive, Federal Assistance Division (A/OPE/FA), Federal Grant Regulations Intranet Web page; and
 - **14 FAM 412.4-3, Privately Owned Property:** The loan of private property to the U.S. Government for use is not prohibited but is highly unusual and requires consideration of issues involving supplement of appropriations, U.S. Government ethics restrictions and procurement issues, especially if the party has past, current, or potential future business dealings with a Federal agency.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
 3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
 4. The office responsible for the material in this subchapter is the Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 410 (CT:LOG-130; 06-14-2012) and insert revised subchapter 14 FAM 410 (CT:LOG-132; 06-27-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:LOG-132, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.